



CITY OF GRAPEVINE

TEMPORARY USE & PUBLIC ENTERTAINMENT PERMIT APPLICATION

SEC. 15-9. The application for the permit shall be filed not less than thirty (30) days before the first performance and shall contain the following information.

Please submit a detailed explanation of your temporary use/public entertainment. If the event is sponsored by a non-profit organization, please provide a copy of your non-profit tax exempt certification.

Please submit an accurate drawing or plat showing ingress and egress and showing fire exit plan.

With each public entertainment permit, a liability, fire and comprehensive insurance policy shall be provided reflecting the City of Grapevine as an additional insured party for an adequate and reasonable amount of insurance as determined by the City Manager, in an amount not less than three hundred thousand dollars (\$300,000.00) per occurrence.

An appropriate permit from the Health Department shall be required for any food service and/or sales. (see attached application)

If a tent is to be used, a tent permit is required from the Building Inspection Department. The tent shall be installed by a registered contractor and a flame spread certificate shall be submitted. Tents shall be 20 feet from any building and 30 feet from automobile parking. Please call 817-410-3165 for details.

Please provide a letter detailing the temporary use. If not providing food sales/service, please state so in your letter.



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SEC. 15-9. The application for the permit shall be filed not less than thirty (30) days before the first performance and shall contain the following information.

1. Applicant

Name _____

Address _____

Phone no. _____ fax no. _____

2. Property owner

Name _____

Address _____

Phone no. _____ fax no. _____

3. Address of temporary use or entertainment _____

4. Date or dates of proposed entertainment _____ to _____

5. Kind or type of entertainment _____

6. Total number of off-street or highway parking space _____

7. Total capacity per capita of facility to be used for entertainment _____

8. Number of restrooms available within facility _____

9. Time and hours of temporary use _____

"I, _____ hereby authorize
_____ to request a temporary
use on property I own at _____."

Owner (print) _____

Owner signature _____

The State of _____

County of _____

Before me _____ on this day personally appeared
_____ known to me (or proved to me on the oath of
_____ or through _____ (description
of identity card or other document) to be the person whose name is subscribed to the foregoing
instrument and acknowledged to me that he executed the same for the purposes and consideration
therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D.
_____.

seal

Notary signature

FOR OFFICIAL USE ONLY

CITY MANAGER _____ RISK MANAGER _____ DEVELOPMENT SERVICES DIR _____
FIRE _____ POLICE _____ HEALTH _____



Tarrant County Public Health Department

Environmental Health Promotion

1101 S. Main Street, Room 2300

Fort Worth, Texas 76104

Phone: (817) 321-4960 Fax: (817) 321-4961

Temporary Food Establishment Permit Application

PLEASE COMPLETE & RETURN THIS FORM WITH FEE **AT LEAST 10 DAYS BEFORE** THE START OF THE EVENT.

Fee Information: *(submit one of the following)*

- 1). \$35.00 for each stand or unit.
2. IRS 501 (c) (3) official recognition documentation for tax-exempt charitable organizations.

General Event Information:

- 3) Name of Event: _____
- 4) Date(s) of Event: _____
- 5) Hours of Operation: _____
- 6) Location of Event: _____
- 7) Event Coordinator:
Name: _____ Phone: _____
Address: _____

Applicant Information:

- 8) Your Organization/Business Name: _____
- 9) Applicant's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ Home Phone: _____
Mobile Phone: _____ Fax: _____
Email: _____

- 10) Does this business have a current mobile food unit or pushcart permit from the Tarrant County Health Department? ☐ Yes ☐ No
If yes, what is the permit type and site number? _____

Note: Vendors with these types of health permits are not required to pay the permit fee for a temporary food service establishment.

Menu Information:

- 11) List full menu to be served at the event: _____

12) Where will the food be purchased/obtained from: _____

13) Will any foods be prepared prior to the start of the event? ☐ Yes ☐ No

If yes, where will the food be prepared? _____

If answering yes to question 13, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application? ☐ Yes ☐ No ☐ N/A

14) Will frozen foods be thawed at the event? ☐ Yes ☐ No

If yes, describe process/method to be used: _____

15) How will any leftovers of cooked food be handled at the end of the day?

Equipment Information:

16) How will food temperatures be checked during the event? _____

17) Describe equipment used at the event for:

a) Cold holding: _____

b) Hot holding: _____

c) Cooking/Reheating: _____

18) Describe hand washing facilities inside your temporary food establishment:

☐ Plumbed Sink ☐ Gravity Flow Set-up ☐ Basin Set-up

19) Describe utensil washing facilities inside your temporary food establishment:

☐ 3 Compartment Sink ☐ 3 Basin Set-up

20) How will hot water be made available for the hand wash and utensil washing stations?

21) What type of sanitizer will be used at the event? _____

22) How will potable water be obtained during the event? _____

23) How will waste water from hand & utensil washing be disposed? _____

Form completed by: _____

Name/Title

Date

PUBLIC HEALTH DEPARTMENT FOOD PROTECTION



TEMPORARY FOOD ESTABLISHMENT REQUIREMENTS

Tarrant County Public Health Department
1101 S Main St., Suite 2300
Fort Worth, TX 76104-4802
817-321-4960

TEMPORARY FOOD ESTABLISHMENT

The term temporary food establishment applies to an establishment that operates at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event or celebration.

Vendors who distribute only commercial pre-packaged, single-portioned, non-potentially hazardous foods do not need a permit.

REQUIREMENTS:

ALL TEMPORARY FOOD ESTABLISHMENTS SHALL COMPLY WITH THE FOLLOWING REQUIREMENTS:

CONSTRUCTION OF STAND

1. Open, unprotected displays of food or beverages are not permitted at outdoor events.
2. All stands must have approved flooring, which includes concrete, asphalt or tight-fitting plywood or other similar approved material.
3. All stands must have a suitable tight-fitting, water repellent roof or ceiling to provide for overhead protection of food preparation, cooking and serving areas.
4. Food at temporary events must be protected from contamination. Insect screening is one method of protecting food from contamination by insects. If screening is not used, some other suitable method of protection, such as containers, covers or wrappings must be used. If a vendor has a large selection of open foods that cannot be easily and safely covered or wrapped and will remain exposed for a length of time, screening may be the most practical way of protecting the food. If full walls and screening are not used, walls will be of sufficient height to exclude the public.
5. Adequate covered facilities for disposal of solid waste must be provided.

DISHWASHING:

6. Those stands that do not have hot and cold running water must provide the following:
- Three (3) sturdy plastic or stainless steel buckets or tubs of adequate size to be used for utensil cleaning and sanitizing.

Set up is to be: 1 2 3

Wash Rinse Sanitize

- (1) One bucket or tub shall be used to wash (soapy water);
- (2) One bucket or tub shall be used to rinse (clean, clear water);
- (3) One bucket or tub shall be used to sanitize (liquid chlorine bleach/water solution with 1 tablespoon of bleach per gallon water). Use chlorine test strip to verify proper strength of 50 ppm.

HANDWASHING:

7. Soap, paper towels and a jug with a spigot that remains open to wash both hands shall be provided for hand washing. In addition, a bucket to catch waste water shall be provided.

FOOD PREPARATION:

8. All potentially hazardous food products must be stored at 41°F or colder or at 140°F or hotter. A metal stem product thermometer must be available at the stands that sell potentially hazardous foods.
9. Only single-serve items are to be provided for customer use.
10. All foods, food containers, utensils, napkins, beverage cups, straws and other single service materials must be stored at least six (6) inches above the floor and protected from splash, dust, insects, weather or other contamination.
11. If self-service ice dispensers are not available, ice scoops must be provided. Self-service of ice by patrons is not permitted. Ice for human consumption must be stored separately from ice used to chill other foods or beverages. Foods and beverages chilled in ice must not be submerged in water. The ice storage unit must have open drains and covers. Styrofoam ice chest are not acceptable for the storage of ice or other foods products.
12. All condiments, including onions, relish, catsup, mustard, mayonnaise, etc., available for customer self-service must be available in single self-service packets or be dispensed from suitable covered dispensers in an approved manner.
13. All waste water generated from the temporary food establishment (from beverage dispensers, sinks, steam tables, ice melt, etc.) must be drained, and disposed of into the sanitary sewer system or approved septic system.

FOOD HANDLERS:

14. Adequate toilet facilities must be accessible for personnel
15. Personnel that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but their use does not substitute for hand washing.
16. The use of tobacco in all forms is prohibited in the food preparation or service areas.
17. Personnel shall not eat or drink in the food preparation or service areas.

18. Hair restraints and clean clothing are required of personnel doing food preparation. Personnel doing food preparation are not permitted to wear ornate hand jewelry.

19. Unauthorized personnel such as small children are not permitted in booths.

OTHER:

20. No food prepared in the home kitchen is allowed in the temporary food establishment. All foods must be prepared on site or at approved food service facilities.

21. Animals are prohibited in all temporary food establishments

FEES

The permit fee for a temporary establishment is **\$35.00**. This fee is for one location for a time period no longer than **14** consecutive days.

Non-profit stands will be exempt from the permit fee only. (Proof of non-profit status required.)

**THE PUBLIC HEALTH
DEPARTMENT MAY IMPOSE
ADDITIONAL REQUIREMENTS
RELATED TO THE OPERATION
OF TEMPORARY FOOD
ESTABLISHMENTS TO PROTECT
THE HEALTH OF THE
CONSUMER AND MAY PROHIBIT
THE SALE OF SOME OR ALL**